



# Quick Reference Guide 9

## Outlook 2010 for Windows

### Search Tools

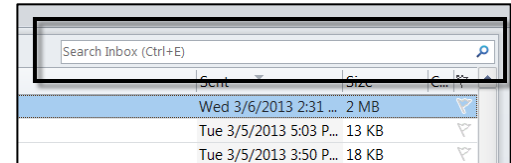


#### Outlook Search Tools

##### Run a Basic Search

The basic **Search** tool is available regardless of which Outlook folder is displayed. This search tool allows you to search with a single criteria in the displayed folder.

1. Display the folder to be searched (Inbox, sub-folder, Calendar, Contacts, etc.).
2. Click into the **Search box** (shown right) or press the shortcut keystroke Ctrl + E. The **Search Tools Tab** displays.
3. Type the search criteria in the **Search box** and press **ENTER**. The search runs on the displayed folder and displays the search result.

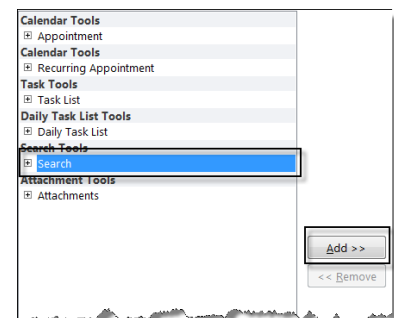


*The **Search Tools Tab** only displays when searching. For more information on the Search Tools Tab see below.*

##### Display the Search Tools Tab

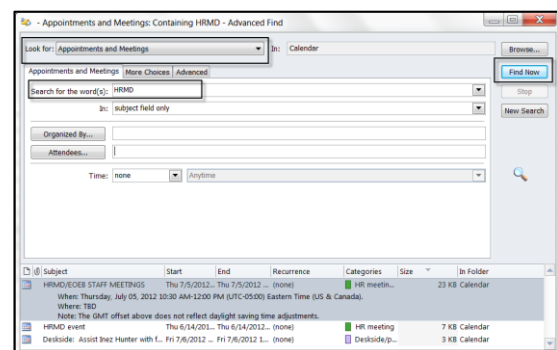
The **Search Tab** is contextual and displays whenever you run a search. You can enable the tab to display all the time.

1. Click the **File Tab | Options | Customize Ribbon**.
2. In the **Choose commands from** drop-down list, select **Tool Tabs | Search Tools**.
3. In the **Customize the Ribbon** drop-down list, select **Main Tabs**.
4. Click **Add**. The **Search Tools Tab** will display in the main tabs list to the right.
5. Enable the ribbon by clicking the **Search checkbox**. This will enable the **Search Tab** to be available regardless of the context.
6. Click **OK** to dismiss the *Options* window.



##### Work with Advanced Find Options

1. Click **Search Tab | Search Tools | Advanced Find**. You can also use the shortcut keystroke **CTRL + SHIFT + F**. The *Advanced Find* window displays (shown right).
2. Select the type of item you are looking for in the **Look for** field drop-down list. You can search for **Appointments and Meetings, Contacts, Messages, Notes, or any type of Outlook item**.
3. Click **Browse** to select the folders to include in your search. The *Select Folders* dialog box displays.



*You can search your mailbox, Archive or .pst files if they are open in your Outlook Navigation pane. However, you can only search folders from one data file at a time.*

4. Click the **Search subfolders checkbox** to search within a group of nested folders. Otherwise, click to select the **checkbox** for each folder separately.
5. Click **OK**. The *Advanced Find* window displays again with the **In** field displaying the selected search folders.



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

6. On the **Messages Tab** (shown right), enter your search criteria:

- In the **Search for the word(s)** field, type the search keyword(s).
- In the **In** field, select **subject field only** or **subject field and message body**.
- Click **From...** to select the sender from either the **Outlook address book** or your **personal contacts**. You can select multiple people.
- Click **Sent To...** and select the recipient from either the **Outlook address book** or your **personal contacts**. You can select multiple people.
- Click the **Where I am** checkbox to enable the field, and click the **drop-down arrow** to select **the only person on the To line**, **on the To line with other people**, or **on the CC line with other people**.
- Click the **Time** drop-down arrow to select from the list provided. Options include the **time received, sent, due, expires, created** or **modified**.
- Once a time criteria is designated, click the **drop-down arrow** in the next field to select from the list provided. Options **include Anytime, Yesterday, Today, In the last 7 days, Last/This week, or Last/this Month**.

7. On the **More Choices Tab** (shown right), click **Categories** to select a category to search by. Enable one of the following conditions as appropriate:

- only items that are either **read** or **unread**.
- only items with either **one or more attachment**, or **no attachments**.
- where importance is either **normal**, **high** or **low**.
- only items which **are marked completed**, **are flagged by someone else**, **have no flag** or **are flagged by me**.

- In the **Size** section, select from the options provided and then enter the size limitations in the two size fields.

8. On the **Advanced Tab** (shown right), create a conditional search using multiple search criteria as follows:

- Click the **Field** drop-down and select the field **type** and **specific field** to search within.
- In the **Condition** field, select the conditional search **operator**. Options includes **contains**, **is (exactly)**, **doesn't contain**, **is empty**, and **is not empty**.
- In the **Value** field, enter the text to be searched.
- Click **Add to List** to add the search criteria into the list box.
- Follow the steps above to continue to create conditional search criteria as appropriate.
- Click **Remove** to delete conditional search criteria.

9. Click **Find Now** to run the search. Once the search completes, the **Advanced Find** dialog box displays all messages that meet the search criteria (shown right).

From the list box, right-click on a message to display a **Shortcut Menu** with options to **Quick Print**, **Reply**, **Reply All**, **Forward**, **Categorize**, **Move**, **Delete** or **Secure**.